

Travel Allowances and Expenses

Every District employee and Board Member will be reimbursed for travel expenses while traveling outside of the District and engaged in approved official District business. All travel expenses must be reported ~~via-on~~ the ~~District approved established~~ travel expense reimbursement process outlined in District finance procedures. For employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent or designee.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Types of Travel

**In District Expenses:** District employees and Board Members shall be reimbursed for actual and necessary pre-approved expenses incurred within the District while attending to District business. Actual mileage driven for pre-approved travel between district buildings and meeting sites shall be reimbursed. Travel to and from the employee's or Board Member's place of residence is not reimbursable. It is the responsibility of the Board to review travel within the District by the Superintendent or by Board Members.

Meals incurred inside the District shall not be reimbursed, except for banquets attended to represent the District.

**Out of District Travel:** Travel outside of the District must be pre-approved. Employees shall obtain prior approval from their supervisor and the Superintendent or designee prior to incurring out of District travel expenses.

District employees and Board Members shall be reimbursed for actual and necessary expenditures incurred outside the District as detailed in District finance procedures.

Documentation of Expenses

Expenses not in compliance with this policy or finance procedures pertaining to travel shall require special authorization from the Superintendent or designee prior to reimbursement.

The Board directs the Superintendent or designee to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

Travel Costs Under Federal Award

**General:** Travel costs are the expenses for transportation, lodging, ~~subsistence~~~~food~~, and related items incurred by employees who ~~are in~~ travel ~~status~~ on approved official business ~~of under~~ a-

federal award grant recipient. Such costs will be reimbursed by a combination of actual cost basis and per diem or mileage basis in lieu of actual costs incurred or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies outlined in District finance procedures..

**Lodging and subsistence:** Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations, as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, the District will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are unallowable for reimbursement.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

**Commercial air travel:** Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

Legal Reference: I.C. § 33-701      Fiscal Year – Payment and Accounting of Funds  
                          2 C.F.R. § 474      Travel Costs

Policy History:

Adopted on: 7/10/17

Revised on: